

2004
FINANCIAL REPORTING CALENDAR

(2004-05 BUDGET AND INTERIMS)

(2003-04 UNAUDITED ACTUALS AND AUDIT)

C o u n t y O f f i c e O v e r s i g h t o f D i s t r i c t s

April 2004

California Department of Education
School Fiscal Services Division
Financial Accountability and Information Services
1430 N Street, Suite 3800
Sacramento, CA 95814
(916) 322-1770

Fiscal Year Summary of Basic Filing Due Dates

DUE*	ITEM	DESCRIPTION	EDUCATION CODE
July 1	Budget	District adopts budget and files with COE Charter school preliminary budget due to chartering authority and COE.	42127(a)(2) 47604.33
August 15	Budget	COE approves or disapproves district budgets	42127(d)
September 22	Tentative disapproved district budgets	COE notifies SPI of district budgets which <u>may</u> be disapproved	42127(f) 42127(i)(2)
October 8	Disapproved district budgets	COE notifies SPI of district budgets which <u>have</u> been disapproved or budget committees waived	42127(h)
October 15	Unaudited Actual Data	COE reviews districts' and charter schools' unaudited actuals for accuracy then transmits to SPI	42100
October 31	Gann	COE sends district/COE Gann information to CDE	Gov Code 7906
October 31	Budget Cycle	COE notifies SPI of district and COE 2005-06 budget adoption cycles (via the unaudited actuals software)	1622(e)
December 15	1st Interim (Oct 31)	District files 1st interim with COE (also SPI and State Controller if qualified or negative)	42131(a)(1), (2)
	Charter schools 1st Interim (Oct 31)	Charter school files 1st interim with chartering authority and COE	47604.33
December 15	Audits	District and charter school prior year audits filed with the COE, SPI, and State Controller (also chartering authority, if applicable)	41020(h), 47605(m)
January 14	Comments on qualified or negative Interims	COE sends SPI and State Controller comments and a report on district qualified or negative 1st interims	42131(a)(2)
January 14	Report on district 1st Interim status	COE reports to the SPI and State Controller on all district 1st interim certifications	42131(c)
March 15**	Charter schools 2nd Interim (Jan 31)	Charter school files 2nd Interim with chartering authority and COE	47604.33
March 17***	2nd Interim (Jan 31)	District files 2nd interim with COE (also COE sends to SPI and State Controller if qualified or negative)	42131(a)(1), (2)

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2004-05 BUDGET, INTERIMS, AND FINANCIAL REPORTING CALENDAR
County Office Oversight of Districts

Fiscal Year Summary of Basic Filing Due Dates (continued)

April 16	Comments on qualified or negative Interims	COE sends SPI and State Controller comments and a report on district qualified or negative 2nd interims	42131(a)(2)
April 16	Report on district 2nd Interim status	COE reports to the SPI and State Controller on all district 2nd interim certifications	42131(c)
May 15	Audits	COE certifies district audits to the SPI and State Controller	41020(k)
June 1	6/30 Projection	June 30 projections as of April 30 due to COE, SPI, and State Controller if district had a qualified or negative 2nd interim	42131(e)

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2004-05 BUDGET, INTERIMS, AND FINANCIAL REPORTING CALENDAR
County Office Oversight of Districts

The Single and Dual Budget Adoption Cycles
(Items apply to both Single and Dual unless indicated differently.)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
July 1	District adopts budget	The governing board of the school district shall adopt a budget and, not later than 5 days after the adoption or by July 1, whichever occurs first, file the budget (utilizing the forms prescribed by the SPI) with the county superintendent of schools, and hold a public hearing on the proposed budget. [EC 42127(a)(2), 42103] <u>Single</u> The county superintendent must publish in a local newspaper the date, time, and location of the public hearing and the dates and locations at which the district proposed budget may be inspected. [EC 42103, 42127(i)]
	Charter school budgets	Each charter school must submit a preliminary budget to chartering authority and COE. [EC 47604.33]
August 15	County superintendent approves or disapproves adopted district budget	The county superintendent of schools approves or disapproves the adopted district budget. If the budget is disapproved, the county transmits recommendations, in writing, to the school district's governing board by August 15. The county may assign a fiscal advisor to assist the school district in developing a budget in compliance with the county's revisions. The county may also appoint a committee to examine and comment on the county superintendent's review and recommendations, subject to the requirement that the committee report its findings to the county superintendent no later than August 20. (This committee is <u>not</u> a regional or state budget review committee as defined in EC 42127.1 through 42127.3.) [EC 42127(d)]
September 8	District governing board reviews county's recommendations and responds	<u>Single</u> If the school district's budget is disapproved by the county office of education, the school district governing board, in conjunction with the county superintendent, will review the county's recommendations at a regular meeting of the board and respond to those recommendations. [EC 42127(i)(1)]
	District governing board reviews county's recommendations and adopts a revised budget	<u>Dual</u> The district governing board shall revise the adopted budget to reflect changes in projected income or expenditures subsequent to July 1, and to include any response to the county's recommendations. The district governing board shall adopt the revised budget and file it with the county superintendent of schools. Prior to revising the budget, the governing board shall hold a public hearing regarding the proposed revisions, not less than 3 working days following availability of the proposed revised budget for public inspection. The county superintendent must publish in a local newspaper the date, time, and location of the public hearing and the dates and locations at which the district proposed budget may be inspected. [EC 42103, 42127(e)]

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The Single and Dual Budget Adoption Cycles (continued)
(Items apply to both Single and Dual unless indicated differently.)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
September 22	County submits list to SPI of district budgets which may be disapproved	The county superintendent of schools will provide a list to the SPI identifying all school districts for which budgets may be disapproved. Single = [EC 42127(i)(2)] Dual = [EC 42127(f)]
As per the county's instructions	District submits Gann forms to the county	District shall transmit appropriations limit (Gann) forms to the county superintendent of schools, who will coordinate the information and send it to the CDE. [GC 7906]
October 8	County reviews district's response and approves or disapproves district budget	The county superintendent of schools reviews the school district's response to the county's recommendations and approves or disapproves the district budget. If the budget is disapproved, the county superintendent shall call for the formation of a budget review committee unless the governing board of the school district and the county superintendent of schools agree to waive the budget review committee requirement and the CDE approves the waiver. Based on the waiver, the county superintendent immediately has the authority and responsibility provided in EC Section 42127.3. [EC 42127.1] Single = [EC 42127(i)(3)] Dual = [EC 42127(g)]
October 8	County submits report of disapproved district budgets to the SPI or budget review committees waived	The county superintendent of schools shall submit a report to the SPI identifying to all school districts for which budgets have been disapproved, or budget review committees waived, including a copy of the written response transmitted to each district. [EC 42127(h)]
	County superintendent calls for budget or regional review committee District governing board selects budget review committee If necessary, SPI selects budget review committee	Unless a waiver has been approved: <ul style="list-style-type: none"> Upon disapproval of a school district's budget, the county superintendent shall call for the formation of a budget review committee. The budget review committee shall be composed of 3 persons selected by the governing board from a list of candidates provided by the SPI. Single = [EC 42127.1(a), (b); 42127(i)(3)] Dual = [EC 42127.1(a), (b); 42127(g)] or Notwithstanding EC 42127.1(b), with the approval of the SPI and the district governing board, the county superintendent of schools may select and convene a regional review committee. The regional review committee shall operate in place of the budget review committee. [EC 42127.1(c)] No later than 5 working days after receipt of a candidate list from the SPI, the district's governing board shall select a budget review committee, and the SPI shall convene the committee no later than 5 working days following that selection. [EC 42127.2(a)] If the governing board fails to select a committee within the period of time permitted, the SPI instead shall select and convene the budget review committee no later than 10 working days after the district's receipt of the candidate list. [EC 42127.2(a)]

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The Single and Dual Budget Adoption Cycles (continued)
(Items apply to both Single and Dual unless indicated differently.)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
October 31	Budget review committee reports recommendations	The budget review committee shall review the proposed budget of the district and the underlying fiscal policies of the district and transmit to the SPI, the county superintendent of schools, and the district governing board either a recommendation to approve the district budget or a report disapproving the budget with recommendations for revisions that will enable the district to meet its current year and multiyear financial commitments. The SPI may extend the deadline for no more than 15 working days. [EC 42127.2(b), (c)]
5 working days after review committee disapproves budget	District responds to disapproved budget	If the budget review committee recommends disapproval of the school district's budget, no later than 5 working days from receipt of the report, the school district governing board may submit a response to the SPI, including any revisions to the adopted final budget and any other proposed actions to be taken. Based on the recommendations of the budget review committee, and any response to those recommendations provided by the school district governing board, the SPI shall either approve or disapprove the budget. If the SPI disapproves the district budget, notification is sent to the school district governing board, and the county superintendent of schools assumes expanded authority for the remainder of the current fiscal year. [EC 42127.3(b)]
October 31	County submits district and county Gann information to the CDE	District will have transmitted appropriations limit (Gann) forms to the county superintendent of schools, who will coordinate the district and county information and send it to the CDE. [GC 7906]
October 31	County provides SPI with the district and county budget adoption cycles (via the unaudited actuals software)	<ul style="list-style-type: none"> • If the governing board of a school district elects to file its 2005-06 budget under the single budget adoption cycle, the board must notify the county office of education by October 31, 2004. [EC 42127(i)] • The county office of education is requested to send the SPI the budget adoption cycles selected (single or dual) for all school districts in the county. [EC 1622(e)] (Notification should be indicated in the software when filing the unaudited actual data for 2003-04.)

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The Single and Dual Budget Adoption Cycles (continued)
(Items apply to both Single and Dual unless indicated differently.)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
November 30	Every school district will have an approved or imposed budget	For districts with disapproved budgets, the county superintendent of schools, in consultation with the SPI and school district governing board, no later than November 30, shall develop and adopt a fiscal plan and budget that will govern the district and will allow the district to meet its financial obligations, both in the current fiscal year and with regard to the district's multiyear financial commitments. The SPI may extend the date by which the county superintendent of schools is required to develop and adopt a fiscal plan and budget. The governing board of the district shall govern the operation of the district for the current fiscal year in accordance with that adopted budget. [EC 42127.3(b)(1)]
	County does not apportion money if school district neglects or refuses to make a budget	If the governing board of any school district neglects or refuses to make a budget, the county superintendent of schools shall not make any apportionment of state or county school money for the particular school district for the current school year. The county superintendent shall notify the appropriate county official that any warrants issued by the school district shall not be approved. [EC 42128]

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District Interim Reports

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
December 15 - 1st interim March 17 - 2nd interim	District interim report certification and transmittal	<p>No later than 45 days after the close of each reporting period, the school district governing board shall:</p> <ul style="list-style-type: none"> • File copies of a positive certification and interim report with the county superintendent of schools. • File copies of a qualified or negative certification, and the interim report, with the county superintendent of schools. The county office sends copies of qualified or negative certifications to the SPI and the State Controller. <p>All reports and certifications must be in a format or on forms prescribed by the SPI and must be based on standards and criteria for fiscal stability adopted by the State Board of Education. [EC 42130; 42131(a)(1), (2) and (3)]</p>
January 14 - 1st interim April 16 - 2nd interim	<p>County superintendent may change district's interim certification</p> <p>County submits district interim status report to SPI and Controllers</p>	<p>No later than 75 days after the close of each reporting period:</p> <ul style="list-style-type: none"> • The county superintendent of schools may change the district's certification, and shall provide notice of that action to the district governing board and the SPI. The district governing board has 5 days after receiving the notice to submit an appeal to the SPI. No later than 10 days after receiving the appeal, the SPI shall determine the certification to be assigned to the district, notifying the district governing board and the county superintendent of schools. [EC 42131(a)(2)] • The county superintendent of schools shall submit to the SPI and the State Controller comments and a report of any actions proposed or taken for those districts classified as qualified or negative. [EC 42131(a)(2)] • The county superintendent of schools shall submit a report to the SPI and the State Controller accounting for all districts under their jurisdiction and indicate the type of certification filed by each district. [EC 42131(c)]
After the county reviews the district interim	County superintendent review of qualified or negative district cert.	If a school district has a qualified or negative certification, the county superintendent of schools shall take actions, as necessary, to ensure that the district meets its financial obligations. [EC 42131(b), 42127.6(a)]
June 1	June 30 projection (for districts with a qualified or negative 2nd interim)	The governing board of each school district that files a qualified or negative 2nd interim certification, or whose 2nd interim certification is changed to qualified or negative by the county superintendent of schools, shall provide to the county superintendent of schools, the SPI, and the State Controller, no later than June 1, a financial statement as of April 30 that projects the fund and cash balances of the district through June 30. [EC 42131(e)]
	County does not apportion money if school district neglects to file interim reports	If the governing board of any school district neglects to file interim reports, the county superintendent of schools shall not make any apportionment of state or county school money for the particular school district for the current school year. The county superintendent shall notify the appropriate county official that any warrants issued by the district shall not be approved. [EC 42128]

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Charter School Interim Reports

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
December 15	Charter school interim financial report and submittal	Each charter school shall annually prepare and submit interim reports to its chartering authority and the county superintendent of schools (or only to the county superintendent if the county board of education is the chartering authority). [EC 47604.33]
March 15		<ul style="list-style-type: none"> The first interim financial report shall reflect changes to the budget through October 31. The second interim financial report shall reflect changes to the budget through January 31.

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2003-04 (Prior Year) Reports

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
May 1 (2004)	County provides for local education agency audits	The county superintendent shall ensure that the governing board of each local education agency has made arrangements for an audit of the books and accounts of the local education agency. In the event the governing board of a local education agency has not provided for an audit of the books and accounts of the local education agency by April 1, the county superintendent of schools shall provide for the audit. [EC 41020(b), 47604.33]
October 15 (2004)	County transmits districts' and charter schools' prior year statements to the SPI	The county superintendent of schools reviews districts' and charter schools' prior year financial statements for mathematical accuracy and transmits copies to the SPI. [EC 42100, 47604.33]
December 15 (2004)	File audit report for prior year	An audit report for each local education agency for the preceding fiscal year shall be filed with the county superintendent of schools, the CDE, and the State Controller. [EC 41020(h)]
December 15 (2004)	Charter school prior year audit	Charter school prior year audits are due to chartering entity, COE, SPI, and State Controller. [EC 47605(m), 41020(h)]
May 15 (2005)	County certifies reviews of audits to SPI	The county superintendent certifies to the SPI and the State Controller that all audits of local education agencies for the prior fiscal year have been reviewed, including all exceptions, and that all exceptions, except as otherwise noted in the certification, have been corrected by the local education agency or an acceptable plan of correction has been submitted to the county superintendent. The county superintendent shall identify, by local education agency, any attendance-related audit exception that had a fiscal impact on state funds, and require the local education agency to submit the appropriate reporting forms to the SPI. [EC 41020(k)]

Note: The term, local education agency, as used in EC 41020, includes school districts, county offices of education, educational joint powers agencies, and charter schools.

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